|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| meeting minutes | | | | | | | |
| **Project:** | | Personal Finance Management | | | **Project Code:** | PFM | |
| **Project Manager:** | | Nguyen Anh Tuan | | | **Conductor:** |  | |
| **Secretary:** |  | |
| **Date:** | |  | | | **Time:** |  | |
| **Place:** | | Meeting room | | | | | |
| **Attendees :** | | | | | | | |
| **No** | **Full name** | | **Unit/Group** | **Position** | | | **Attendance** |
| 1 | Nguyen Van Hien | | PFM Team | Constructor | | | Present |
| 2 | Nguyen Anh Tuan | | PFM Team | Manager | | | Present |
| 3 | Nguyen Duc Loc | | PFM Team | Technical leader | | | Present |
| 4 | Lai Le Le Linh | | PFM Team | Tester | | | Present |
| 5 | Le Thi Minh Khanh | | PFM Team | Designer | | | Present |
| 6 | Nguyen Thi Gam | | PFM Team | QA | | | Present |



**Objectives**

**Agenda**

**Contents**

1. **Assign work to team members in this week ( 10- 17/09/2012):**

|  |  |  |  |
| --- | --- | --- | --- |
| Task to do | Responsible | Completed | Deadline |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Conclusion:**